

**City of Round Rock**  
**Request for Statement of Interest and Qualification**  
**For**  
**Architectural Services for the**  
**City of Round Rock Sports Complex**

**General**

The City of Round Rock seeks the services of qualified consultants for Professional architectural services and design services related to the following: (1) new construction of a Sports Complex, being an approximately 50,000 to 100,000 square feet building housing a multipurpose athletic sports area, locker rooms, catering kitchen/concessions, multipurpose meeting rooms, administration area, storage rooms, equipment rooms, restrooms, and other support spaces, such facility to be built on City-owned property located at 2400 Chisholm Trail, Round Rock, Texas 78681.

Professional services for this project include, but not limited to, Programming, Schematic Design, Design Development, Construction Documents, Bidding and/or Negotiation, and Contract Administration Services.

Project development will also include the preparation of a schematic design; geotechnical and environmental documents; all required permitting; identification of utility conflicts; required utility adjustments and installation; coordination with utility companies; public involvement; and any other items necessary to successfully develop the project.

**Technical Expertise**

The City seeks to work with a team that has a reputation for award-winning innovative design with experience working on publicly-owned projects of significance. The ability to forecast cost, respect budgets, and meet deadlines are prime factors for consideration. The City will consider firms with reputations for designing buildings that can be operated and maintained economically. It is preferred that the firm be experienced in design and functionality of a sports complex. The firm must be able to apply and integrate the use of current and cutting edge technologies in the development and design of this project. Firms must also be sensitive to the environmental concerns in the development of the project. Experienced personnel will need to be assigned to the project that have knowledge of state, federal and local regulations and building codes. PERSONS OR FIRMS PRACTICING ARCHITECTURAL AND/OR ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION IN ACCORDANCE WITH TEXAS LAWS.

### **Selection Process**

A selection committee comprised of City stakeholders will review the responses to this RFQ and will select a firm to be recommended to the city council for the design of the project. The selection committee may develop a short list not to exceed three firms to be interviewed by the committee before a recommendation is made for council approval. The interview process is an option that may occur depending on the original review by the selection committee.

The City of Round Rock will not provide compensation or defray any costs incurred by any firm relating to the response to this request. The City of Round Rock reserves the right to negotiate with any and all persons or firms. The City of Round Rock also reserves the right to reject any or all RFQ(s), or to accept any RFQ deemed most advantageous, or to waive any irregularities or informalities in any RFQ received, and to revise the process schedule as circumstances require.

### **Point of Contact**

All responses to this Request for Statement of Interest and Qualifications, as well as any questions, clarifications, or requests for general information are to be directed to:

**Larry Madsen**  
**Construction Manager**  
**City of Round Rock**  
**2008 Enterprise Drive**  
**Round Rock, Texas 78664**  
E-mail: [larrym@round-rock.tx.us](mailto:larrym@round-rock.tx.us)  
Telephone: 512-218-5552

### **Submission Requirements**

Interested and qualified firms or teams are invited to submit one original and four copies of their Statement of Qualifications that demonstrates their experience in performing projects of this scale and complexity. **Documentation should be limited to twenty pages and should include:**

- Identification of the firm/team responding to the RFQ. If a team of firms is proposed, the lead firm should be identified. Location of the headquarters office for the lead firm should be indicated, as well as the location of each lead firm/team member office where work will be performed for the City of Round Rock project.
- A brief description of each firm/team member should be provided along with a list of major services offered by each firm/team member.
- A summary demonstrating the firm's/team's qualifications to satisfy all the technical areas identified in the section "Technical Expertise" above.
- List of key firm/team members proposed to work on the City project with a brief summary of their experience.
- A representative list of clients with contact names.
- A representative list of projects of a scale and complexity similar to the project which is being considered by the City. The list should include the project location, description, project construction cost, date of construction, services provide by your firm for the project, and an owner contact name.
- From the representative list of projects discuss in detail the publicly-owned project your firm has completed that you believe most closely matches the effort which will be required for the new Round Rock Sports Complex.
- Provide a proposed schedule for the delivery of the project.

Submittals must be mailed or delivered to:

**Larry Madsen  
Construction Manager  
City of Round Rock  
2008 Enterprise Drive  
Round Rock, Texas 78664**

and must be received no later than 1:00 p.m., July 8, 2011.

**Schedule**

The following is the proposed schedule for the selection process:

- June 20, 2011 – Mail or e-mail Request for Statement of Interest & Qualifications
- July 8, 2011 – Deadline for Receipt of Statement of Interest to be in Office of Construction Manager City of Round Rock
- July 22, 2011 – Selection Committee shall select up to three firms for interviews
- August 5, 2011 – Selection Committee concludes interviews
- August 19, 2011 – Selection Committee selects its recommendation for the best qualified for City Council Consideration
- September 8, 2011 – Selection Committee's recommendation and Architectural agreement for City Council's consideration and approval
- September 12, 2011 – Notice to proceed given to Architectural Firm

## Request for Qualifications Evaluation Criteria Form

Criteria	Score
	<b>110</b>
<b>Lead Firm/Team's Qualifications and Technical Expertise</b> Are all areas of the required Technical Expertise covered?	<b>40</b>
<ul style="list-style-type: none"> <li>➤ Construction Design Experience               <ul style="list-style-type: none"> <li>○ Planning &amp; Design of Municipal Buildings (20)</li> <li>○ Expertise to Specific Project (15)</li> </ul> </li> <li>➤ Construction Management               <ul style="list-style-type: none"> <li>○ Bidding Process (1)</li> <li>○ Review of Submittals (1)</li> <li>○ Pay Estimates (1)</li> <li>○ Compliance to Plans (1)</li> <li>○ Close Out (As Built Plans, Certificate of Substantial Completion, Closing Documents, etc.) (1)</li> </ul> </li> <li>➤ Planning, design, engineering services, and construction contract administration of mixed use facilities (Architectural)</li> </ul>	
<b>Project Approach and Schedule</b>	<b>30</b>
<ul style="list-style-type: none"> <li>➤ Is the project approach described adequately? (5)</li> <li>➤ Is the schedule plausible? (5)</li> <li>➤ Are project steps identified in a logical order? (5)</li> <li>➤ Are all necessary elements included in the approach? (5)</li> <li>➤ Is the schedule realistic? (5)</li> <li>➤ Does the schedule meet the City's needs? (5)</li> </ul>	
<b>Client List with References Listed</b>	<b>15</b>
<ul style="list-style-type: none"> <li>➤ Are there local clients listed? and is contact information provided? (8)</li> <li>➤ Are there governmental clients listed? and is contact information provided? (7)</li> </ul>	
<b>Project List with References Listed</b>	<b>15</b>
<ul style="list-style-type: none"> <li>➤ Are the projects presented equal or greater in complexity when compared with the proposed project in scope? dollar value? and/or type? (10)</li> <li>➤ Are there governmental projects listed? and is contact information provided? (5)</li> </ul>	
<b>Lead Firm/Project Team's Key Personnel</b>	<b>10</b>
<ul style="list-style-type: none"> <li>➤ Has the project manager demonstrated commensurate experience in managing projects of a similar size and type? (10)</li> </ul>	
<b>Compliance with Administrative Requirements and Information Requested (e.g., on time, complete, meets requirements, etc.)</b>	<b>0 to -10</b>